

**COMPUTER APPLICATIONS**

**Syllabus / Outline**

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| **Teacher** | **Phone#** | **Email Address** |
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Communication

* Parents can access real-time grades and attendance on the Parent Portal of Infinite Campus by logging on to: <https://ic.adams12.org/campus/portal/adams12.jsp> Come to the school main office to obtain login information.
* We will return phone calls and/or emails within 24 – 48 hours.
* If a student is not performing to his/her ability we will:
  + Contact a parent/guardian by phone or email if a student is not demonstrating appropriate progress towards the standard(s).
  + Contact a parent/guardian by phone or email if student has unacceptable behavior that is either impeding his/her learning or causing undo disruption to the class.
  + Offer interventions that may include:
    - Re-teaching expectations
    - Additional assistance understanding curriculum
    - Open Lab time at lunch or before/after school

Behavior expectations

* Students will use the school habits of Courage, Compassion, Collaboration, Responsibility, Perseverance, and Integrity and classroom norms to monitor their behavior.
* Students will take responsibility for their own learning.
* Students disrupting the learning of themselves or others will be re-directed to task. If they continue the behavior interfering with the learning, they will be asked to complete a problem solve where they will create a plan to get themselves back on track.
* Once the plan has been discussed with the teacher, the student will be expected to implement the plan and stay focused on the learning.
* If continued disruptions of the learning occur, the student will call home to bring the parent/guardian into the conversation.
* If the situation continues or is a repeating issue, an office referral will be given.

GRADING

* Northglenn Middle School communicates student achievement levels based upon the standards. We do not assign letter grades, rather proficiency levels will be reported out as follows:
  + 4 – Exceeds Standard
  + 3 – Meets Standard
  + 2 – Approaching Standard
  + 1 – Below Standard
* Technology will report out on the following standards:
  + **Standard 1**- Creativity and Innovation (Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.)
  + **Standard 2**- Communication and Collaboration (Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.)
  + **Standard 3**- Research and Information Fluency (Students apply digital tools to gather, evaluate, and use information.)
  + **Standard 4**- Critical Thinking, Problem Solving, and Decision Making (Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.)
  + **Standard 5**- Digital Citizenship (Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.)
  + **Standard 6**- Technology Operation and Concepts (Students demonstrate a sound understanding of technology concepts, systems, and operations.)
* Cooperative Assignments--When students are working on a group project, each student will receive an individual score based on his or her demonstrated proficiency level.
* Assessments will be used to determine a student’s level of proficiency; a body of evidence will be gathered to determine levels at each semester.

HOMEWORK POLICY

* Amount of homework to expect: each night will vary, but no more than 30 minutes
* Homework is a means for students to practice their learning and therefore will not be utilized when determining a student’s proficiency level. Students will receive feedback on their homework and completion of it will be monitored.
* Computer Applications classes will not have regular homework assigned. Students may finish projects from class as needed.

PACING CHART OF LEARNING FOR Computer Applications

The technology education class is 9 weeks and is aligned to the national technology standards for k-8 students. The goal of this class is to learn how to use technology in a variety of forms such that students are better prepared to use it as a tool in school and beyond. Every class will include internet safety and prevention of cyber bullying. Additional, students will work through the following skills:

6th grade – Internet Safety 🡪Google applications 🡪 email 🡪 Google Drive 🡪calendars 🡪 groups

7th grade – Internet Safety 🡪Google applications as needed 🡪Internet research🡪 Prezi🡪 EasyBib

8th grade – Internet Safety 🡪 HTML coding 🡪 social media (Including safety and security)